

FY19 QEFAF Application Instructions:

If you did not receive Qualified Emergency Food Agency Funds last year, contact the State Community Services Office at 801-468-0142 or kquackenbush@utah.gov for qualification. If qualified, you will need to register for Webgrants 3 access before starting an application.

1. For qualified agencies: log in to: webgrants.utah.gov or register as a new user.
2. Click on *Funding Opportunities*.
3. Click on *FY20 Qualified Emergency Food Agency Fund* under Opportunity Title.
4. Click *Start a New Application* in the upper right.
5. In the General Information section,
 - a. select the primary contact for this proposal
 - b. name the project “FY20 QEFAF” followed by your organization name—e.g. FY19 EFN SCSO
 - c. select the authorized official for this proposal
 - d. select the organization that is applying for the grant
 - e. Click *Save* in the upper right
6. On the new screen, click *Go to Application Forms* in the *General Information* section.
7. In the *Application Forms* section, Click QEFAF Application.
8. Answer all applicable questions in *Applicant Information* and *Organization Information* sections.
9. In the *Proposal Information* section, answer questions clearly and be sure to proofread and check your numbers and your math before submitting.
10. In the *Locations and Staffing* section, complete applicable fields.
11. In the *Attachments* section:
 - a. If your agency is a non-profit, you must attach proof that your 501c3 registration is current. If you are a government entity or AOG you will not attach anything here.

- b. You must attach proof that your agency has a current charitable solicitation permit, if your agency is an exempt organization.
 - c. You must attach the most recent audit, financial review, or 990 for you agency.
- 12. When all required items are attached, go to the top of the page and click *Save*.
- 13. Review information, *Edit* if needed, and when all information is correct, click *Mark as Complete*.
- 14. Click on *QEFAF Budget* in the Application Forms section.
- 15. Click *QEFAF Budget*.
- 16. Enter the amount of funding you would like applied to each category in this proposal. Double check your math to make sure the total budget request for all lines matches your QEFAF formula allocation (see QEFAF Formula spreadsheet). Click *Save* at the top of the page.
- 16. Review totals and if correct click *Mark as Complete*.
- 17. When all lines are marked *Complete* and you are satisfied with your application, click *Submit*. You will not be able to edit any part of the application once it is submitted.